



KAINAI

P.O.Box 60
Standoff, Alberta
T0L 1Y0

BLOOD TRIBE ADMINISTRATION JOB POSTING (Reposting)

POSITION TITLE: Senior Executive Officer
DEPARTMENT: Management
STATUS: Four (4) Year Contract

POSTING OPEN DATE: March 5, 2018

POSTING CLOSE DATE: March 29, 2018

GENERAL DESCRIPTION:

Blood Tribe Administration (BTA) is currently seeking an experienced Senior Manager to fulfill the challenging leadership role of the Senior Executive Officer (SEO). The SEO works collaboratively with Blood Tribe Chief and Council (Council), the Senior Finance Officer, and Department Directors to ensure that all Council directives are carried out effectively and efficiently. The SEO acts as the liaison between Council and Blood Tribe Entities to ensure uniform development in keeping with Council's vision, mandate and Kainai values/Kainayssini and adherence to Blood Tribe laws, and financial management policies and processes.

The SEO reports directly to Council and is responsible for the overall operation and management of BTA programs, services, and initiatives to ensure alignment with Council's vision, mission, and Kainai values/Kainayssini. The SEO is responsible for providing leadership to BTA Directors in the development of policies, long-term strategic plans, financial management strategies, human resource strategies, and developmental initiatives as identified by Council. In addition, the SEO will be responsible for all corporate and legal matters pertaining to the Council and the operations of BTA.

This is a high stress Senior Management position that requires the incumbent to function at a high level both independently and collaboratively in the areas of leadership, strategy, budgeting, financial management, policy development, administration, evaluation, public relations, and communications. Must have the ability to establish and maintain effective working relationships with Council, management, and key external contacts. The incumbent must be current with federal, provincial, and First Nation political and legal issues as well as federal, provincial laws and policies, and be cognizant of their impact on Blood Tribe interests. In addition, must be knowledgeable and appreciative of the Blackfoot culture, protocol, language, and history.

NECESSARY EDUCATION AND EXPERIENCE:

- Master's Degree in Business, Public Administration, or a related field with a minimum of eight (8) years' experience at the senior management level working in First Nations governance or with First Nation organizations in the areas of administration, budgeting, planning, and strategic processes; or
- Bachelor's Degree in Management, Business Administration, Commerce, or equivalent education with a minimum of ten (10) years' experience at the senior management level working in First Nations

governance or with First Nation organizations in the areas of administration, budgeting, planning, and strategic processes; or

- A combination of relevant education and experience may also be considered.
- Must have working knowledge of First Nations governance.
- Knowledgeable of Kainai culture, protocol, and language.
- Knowledge of federal and provincial government laws, policies, programs, services, and funding arrangements.
- Knowledge of federal and provincial political and legal issues and their impact on First Nations.
- Knowledge and appreciation of First Nation legal, political, social, and economic issues.
- Strong research and program development skills.
- Strong writing skills, including the ability to draft reports, presentations, policies, and contracts.
- Effective public relation and public speaking skills.
- Proficient with Microsoft Office Suite.
- Knowledge of Human Resource and Financial principles.
- Must have the ability to travel.
- Must be willing to work flexible hours to meet the needs of Blood Tribe Chief and Council.
- Must have a valid Class 5 driver's license and a reliable mode of transportation.
- Must provide current Criminal Record Check.

If you are interested in this opportunity, please submit a cover letter, resume, copies of your credentials, criminal record check, and three (3) professional reference letters to:

**Blood Tribe Administration Human Resources
P.O. Box 60
Standoff AB, T0L 1Y0
Attention: Marlene Blood
OR APPLY ONLINE @ www.bloodtribehr.com**

DEADLINE: March 29, 2018

Late and/or incomplete applications will not be accepted. Only those candidates selected for an interview will be contacted. For more information, please contact Marlene Blood @ (403) 737-8219.